

5 OCT 1964

NOTE TO : Special Support Assistant to the DD/S

SUBJECT : NE Support Brochure - Insurance and Benefits

Charlie:

Thank you for sending the brochure prepared by NE Division on insurance and various other benefits available to Agency employees. NE's motivation in preparing this is to be commended. At the same time, however, since the entire brochure is devoted to programs of this Division and since these programs can be quite technical, I really believe they should have coordinated this with us before release to be certain that there were no technical errors. I have talked with the NE Personnel Officer and have so indicated to him. In a quick glance, I found several mistakes and have asked our technicians to review the brochure for accuracy.

With respect to your comment about publishing something like this for Agency-wide distribution, we agree that such a publication would be quite useful. We had issued in 1958 a Special Support Bulletin on employee benefits to serve this purpose. Noting that much of the information in that bulletin is outdated, we are planning a revised version.



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